



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF FINANCIAL OFFICER/GENERAL MANAGER

Class No. 002106

■ CLASSIFICATION PURPOSE

To prescribe, control, and audit the various accounting and financial systems of the County of San Diego and other governmental entities as mandated; to serve as the County's Chief Financial Officer in administering the fiscal and financial functions of the department including the development and monitoring of the annual County budget; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class reporting directly to the Chief Administrative Officer or Assistant Chief Administrative Officer and is responsible for administering the County's fiscal and financial functions and monitoring the annual County budget. Under administrative direction incumbent assists the Chief Administrative Officer in providing overall administrative leadership and supervision of County business and performs functions assigned by the Board of Supervisors.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Auditor and Controller Department which includes prescribing, controlling, and auditing the County's accounting and financial systems.
2. Directs the County's centralized collection and revenue and recovery services.
3. Manages all functions of the Department and enforces rules and regulations as prescribed and approved by the Board of Supervisors.
4. Directs the development and implementation of departmental plans and programs.
5. Serves as auditor or trustee for governmental entities such as school districts, transportation funds, and joint powers agencies.
6. Verifies the legality of County expenditures.
7. Prepares and presents financial reports and advises the Board of Supervisors, Chief Administrative Officer, and department directors on financial matters.
8. Develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections.
9. Prepares reports and correspondence.
10. Supervises subordinate staff.
11. Develops and monitors the County's annual budget.
12. Provides direction and review of departmental budget.
13. Reviews departmental items to go before the Board of Supervisors.
14. Represents the County and the Chief Administrative Officer in meetings with community agencies, commissions, committees and other public groups.

15. Appoints authorized office or group personnel in accordance with the County Charter, Civil Service Rules, Rules for the Unclassified Service, and County ordinances.
16. Directs the development and implementation of countywide policy and procedures and advises the Chief Administrative Officer on policies and programs within departmental groups.
17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
18. Identifies operational problems and formulates appropriate solutions.
19. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting and auditing principles, methods, and techniques.
- Federal, State, and local laws, codes, regulations, and standards related to auditing and financial control of a public agency.
- Policy and procedure development and implementation related to auditing and financial control systems used throughout a large public agency.
- Municipal financing techniques for short-term and long-term financing instruments.
- Principles and practices of supervising and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Prepare and present financial reports and advise executive management on financial matters and conditions.
- Identify and resolve departmental operational problems.
- Monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university with a major in business administration, finance, public administration, or a closely related field; AND, five (5) years of managerial experience including the origination and development of a budget, managing staff, and preparing and formulating policy and procedures.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Retitled: September 16, 1994

Reviewed: Spring 2003

Retitled: January 9, 2004 (From: Chief Financial Officer/Auditor and Controller)

Reviewed: April 9, 2004

Chief Financial Officer/General Manager (Class No. 002106)

Union Code: EM

Variable Entry: Y